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1. Purpose & Scope

This regional European standard aims to have common rules regarding safety and health for loading and unloading hazardous and non-hazardous goods by road trucks.

This standard applies to following European operations:

- a) Budel (Netherlands),
- b) Overpelt and Balen (Belgium),
- c) Auby (France), and
- d) Stolberg (Germany).

2. Responsibilities & Authorities

- 2.1. This standard will be managed by the purchasing and sales departments on local and central level for Nyrstar vendors.
- 2.2. All Nyrstar Site Managers are accountable for ensuring the effective implementation and communication of this instruction in their area of responsibility.

3. References

ADR	French abbreviation Accord européen relatif au transport international des marchandises Dangereuses par Route. This agreement arranges the safe transport of Dangerous Goods by road.
CMR	French abbreviation Convention relative au contrat de transport international de Marchandises par Route. Declaration or letter is made after the Convention on the Contract for the International Carriage of Goods by Road (United Nations convention) and is used by most European states. It is a letter that relates to various legal issues concerning transportation of cargo, predominantly by lorries, by road and contains number and description of goods, UN-number, and others.
Dangerous goods	A good that is classified as dangerous for ADR or Global Harmonized System (GHS) for Europe. Mostly products that need to be labelled with a dangerous substance label(s).
PPE	Personal Protective Equipment

4. Access Requirements & Instruction

Truck drivers can only load and unload products at Nyrstar sites when the following requirements are considered:

4.1. Administrative Rules

The driver must provide documents showing:

- a) Product name and/or code;
- b) Destination freight/on behalf of;
- c) Reference number/order number;
- d) Specific for bulk chemicals unloading - tank number and amount of product delivered need to be indicated on the CMR;
- e) Specific for loading of zinc - the driver needs to provide the reference number received from the shipping department given to the hauler.

The security guard provides a site access document, and every driver may be asked to sign a form confirming that he/she is in possession of all the mentioned personal protective equipment (PPE - see appendix A). At the loading or unloading point this form will be countersigned by a Nyrstar employee as confirmation.

Any driver not in possession of all the required PPE will be instructed to visit the nearest hardware store in order to purchase the missing item prior to his admittance to the site.

Without these PPE's loading or unloading will not take place. Any driver(s) who are repeatedly observed to intentionally evade this PPE policy will be denied future access to Nyrstar operations.

4.2. Legal Check

The following activities will be carried out by the respective operations security team:

- a) The security guard checks the required paperwork (e.g., ADR related);
- b) The security guard checks for clearance from customs (stamps) on import documents confirming import has been completed before unloading goods from non-EU countries and non-EU vendors.
- c) Driver's identification papers may be requested;
- d) Before loading hazardous substances, the driver needs to hand over a tank cleaning certificate and CMR to the unloading operator. Cleaning after unloading or loading tanks or other equipment is not allowed on site without documented pre-authorization from the operations security department.

4.3. Personal Protective Equipment (PPE):

All required personal protective equipment will be readily available with the driver of the truck when they arrive at the Nyrstar operation.

4.3.1. Minimum requirements:

- Safety shoes;
- Safety glasses with side protection (no sunglasses);
- Safety helmet;
- High visibility reflective clothing (jacket is minimum): arms + legs + body covered (no short sleeves, shorts or skirts).

4.3.2. Additional requirements, dependent on product being delivered:

- PPE as shown on loading/unloading place;
- All PPE mentioned in the transport emergency card is mandatory;
- Other PPE made mandatory by specific contract;
- The use of fall arresting PPE is required if the truck driver must be exposed to a different level fall. See section 5 for more detail.

4.4. Driver Required Expectations

4.4.1. Physical condition

No loading or unloading will take place if it is apparent that the driver is:

- Under the influence of alcohol, drugs, or other intoxicating substances;
- Noticeably fatigued or in difficult mental or physical condition;

4.4.2. Language skills

The driver must be able to understand and communicate in basic language terms as follows:

- Budel: One of the languages, German, Dutch, French or English for loading or unloading non-ADR and ADR goods, and German, Dutch or English for loading or unloading liquid ADR goods.
- Balen Overpelt: One of the languages, German, Dutch, English or French for loading or unloading in Balen- Overpelt.
- Auby: French or English for loading/unloading.
- Stolberg: One of the languages, German or English for loading or unloading goods.

4.5. Codes for Safe and Responsible Behavior:

4.5.1. Obligations

- Follow instructions of all Nyrstar company personnel;

- Respect site procedures and warning signs (evacuation alarm as indicated in induction or received specific paper(s) with site map roads and assembly points in case of emergencies).
- Prior to entering the site, a site access document must be obtained (in practice the driver parks the vehicle and gets the site access document);
- Respect traffic signs, particular care to respect maximum speed limits.
- The traffic regulations are applicable on the site (vehicle safety belts are mandatory).
- Follow indicated routes and park only at dedicated locations and switch off the engine; All vehicles should preferably be equipped with a reverse audio signal or alarm;
- During loading or unloading activities, truck drivers shall wait in the designated area indicated by the Nyrstar responsible person.
- Keep the site clean and do not litter.

4.5.2. Prohibited

- Being in possession of any weapons, alcohol, or drugs;
- Entering unauthorised areas other than the designated area for loading or unloading;
- Any kind of criminal activities, such as theft;
- Smoking on site, unless where specifically permitted;
- Use of cameras, video-cameras etc.;
- Entering the site with more than 1 person (truck-driver) aboard (spouse, kids, animals, colleagues, etc.);
- Overnight parking from 22.00 – 06.00 hrs.

4.6. Equipment:

Coupling equipment needs to be in accordance with the unloading point as agreed with the site. Adaptors are not allowed without having extra stable support in place.

Unloading by aid of compressed air is only allowed when the driver and unloading operator have assured the maximum allowed pressure is not exceeded.

4.7. Audit and Review

Compliance with this standard will be verified by the appointed person responsible for implementing this instruction for the respective operations.

Any driver(s) who are repeatedly observed to intentionally evade this policy instruction will be denied future access to Nyrstar operations.

5. Truck and Trailer Safety Requirements

5.1. Work at Heights on Vehicles

Employers and transport contractors must take suitable and effective measures to prevent anyone from falling a distance that is likely to result in injury. This includes getting on and off vehicle trailers and platforms or climbing into and out of a vehicle cab. Before working at height, work through these simple steps:

- a) Work at height where it is reasonably practicable and safe to do so.
- b) If work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- c) Limit the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated.

If work at height cannot be avoided, collective control measures should always take priority over personal control measures. Collective measures, such as platforms fitted with guard rails, protect everyone who is at risk, and usually require no action by the user to work effectively. Personal control measures rely upon personal protective equipment (PPE) and only protect the individual, for example a personal fall-protection system. They usually require the user to do something for them to work effectively, such as putting on a safety harness correctly and connecting it via a self-retractable lanyard onto a suitable anchor point.

5.2. Platforms and Gantries

Where vehicles have their own access system and working platform, such as on tankers and tipper lorries. The working platform should be suitable for the work being carried out and the protection of the working platform should be suitable and sufficient. Edge protection would typically include a rigid upper and intermediate guard rail which incorporates a self-closing gate. Operators of vehicles which have their own access system and working platform should ensure:

- a) platform and access area are adequately maintained, kept clean and free of debris;
- b) have had suitable training;
- c) are only used by authorized personnel.

5.3. Getting on and off vehicles

People climbing onto and off vehicles, trailers or other structures should use a well-constructed ladder or the vehicle's steps and maintain proper contact (with their hands and feet) at all times. Never use parts of the vehicle which are not designed as hand or footholds (such as mudguards, bumpers, tracks, or hooks).

Never jump down from a vehicle, as this is much more likely to lead to injury. Select vehicles which incorporate proper access ladders, handrails, or handholds. Handrails are preferable to individual handholds as they can be used without having to let go of the rail. Where possible, walkways should be made of slip-resistant grating or another slip-resistant material.

5.4. Minimum Requirements (Mandatory)

As a minimum, all truck platforms will comply with the legal requirements of the country in which they operate, protecting employees while working from elevated work platforms. For trucks, this will include:

- a) a safe means of access and egress from the platform (90-100cm);
- b) a handrail around the working platform where practical;
- c) self-closing gate or bar;
- d) safety belt with a rigid or a self-retractable lanyard to be made available on the truck (in case the employee needs to access the platform with damaged guard rails).

Note that personal fall preventive equipment will only be used as a last resort when working at elevated positions.







5.5. Best Practice Application (Not Mandatory)

For best safety practice, the following should be considered by employers and transport contractors as additional safety and fall mitigation measures:

- a) A mid rail around the working platform (40-50cm);
- b) Self-closing gate or bar with a mid-rail;
- c) kick plates to prevent equipment from falling off the platform.

6. Appendices

6.1. Appendices A: Example of site access document

CHAUFFEUR / DRIVER / FAHRER / CHAUFFEUR / SZOFAR		
	Het dragen van Persoonlijke Beschermings Middelen (PBM`s) Veiligheidshelm, Veiligheidsbril Veiligheidsschoen of Laarzen, Beschermende kleding en reflecterend vest is bij Nyrstar verplicht	Geen PBM`s <input type="checkbox"/> Niet laden / Lossen
	On the Nyrstar site it is mandatory to wear personal protection gear (hard hat, safety glasses safety shoes or boots, safety clothing and high visibility vest	No personal protection gear <input type="checkbox"/> No loading / unloading
	Sur tout le site de Nyrstar l'équipement de protection individuelle (casque, chaussures, vêtements de protection, veste haute visibilité, lunettes de sécurité) est obligatoire.	Pas de protection personnelle <input type="checkbox"/> Interdiction de charger / décharger
	Bei Nyrstar sind sie gehalten persönliche Schutzmittel (Helm, sicherheitsbrille, sicherheitsschuhe oder sicherheitsstiefele, high visibility Vest und schützende	Kleidung) zu tragenKeine persönliche schutzmittel <input type="checkbox"/> keine beladung / entladung
	El uso de equipo de protección personal (PPE `s) la seguridad del casco, anteojos de seguridad zapatos o botas, ropa de protección y chaleco reflectante se requiere para Nyrstar	No EPP <input type="checkbox"/> no carga / descarga
	Obowiazkowe jest przy ladowaniu na terenie Nystrar noszenie ochraniaczy (helmu, okularow, wysokie wizualność kamizelka i butow ochronnych) bez.	Bez tych atrybutów <input type="checkbox"/> nie ladowac / rozladowac

Naam / Name / Nom /
Name / Nazwa

Handtekening / Signature /
Unterschrift / Sygnatura

Kenteken / Numberplate / Platte / Plaque / Tablicy: _____



Naam lader/losser

Handtekening lader/losser